



JENNIFER M. GRANHOLM
GOVERNOR

State Of Michigan
DEPARTMENT OF TRANSPORTATION
Lansing

KIRK T. STEUDLE
DIRECTOR

March 21, 2007

Mr. John D. Niemela
Director
County Road Association of Michigan
P.O. Box 12067
Lansing, Michigan 48901-2067

Mr. Joseph A. Fivas
Manager
Michigan Municipal League
320 N. Washington Sq., Ste. 100
Lansing, Michigan 48933-1288

Dear Mr. Niemela and Mr. Fivas:

Michigan Department of Transportation (MDOT) Requirements for Final Project Submittals
on Local Agency Programs Projects

The Michigan Department of Transportation is sending this letter as a reminder of the requirements for submitting a final project package into the Local Agency Programs Unit. We are asking that you distribute this letter to your member agencies.

There are many requirements that local agencies are responsible for when turning in a final package for a project that will be administered through MDOT's Local Agency Programs Unit. The enclosed list contains the requirements for a final project submittal. The enclosed list is compiled from the requirements stated in the document entitled "Local Agency Instructions For Preparing to Bid Federal Aid Projects Through MDOT," and from the current Project Planning Guide. You can access these two documents online at www.michigan.gov/mdotlap. MDOT's Local Agency Programs Unit is experiencing a large number of projects that are lacking in quality control, are submitted well past the dates listed in the Project Planning guide, and do not contain the material required to be considered a final project package submittal.

We are working hard to ensure all projects are completed in a timely manner, however, it is the local agency's responsibility to ensure that the items listed on the enclosures are 100% completed when submitting a final project package. Agencies that submit incomplete final packages will be notified that their submittal is incomplete and that changes will be required before the final project package is accepted by an MDOT staff engineer. Unless previously authorized by an MDOT staff engineer, agencies that submit a project past the milestone dates on the project planning guide will have their project moved to the next available letting. It is the local agency's responsibility to complete the requirements for a final project submittal, and to turn in the project on time per the current Project Planning Guide.

Mr. John D. Niemela and Mr. Joseph A. Fivas

Page 2

March 21, 2007

Please note that the enclosed 2007 Project Planning Guide contains the required milestone dates for all projects with Local Jobs Today funding targeting the September 28, 2007 letting. Projects submitted past the milestone dates for this letting will miss the letting, and will not be eligible for Local Jobs Today funding.

We appreciate your attention to this matter so projects may meet the desired letting timeframe. If you have any questions, please contact me at (517) 335-2233.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Rudolph S. Cadena', written in a cursive style.

Rudolph S. Cadena, P.E.
Local Agency Programs Engineer
Local Agency Programs

Enclosures

cc: John Polasek, MDOT
Mark Van Port Fleet, MDOT
Jim Culp, MDOT
Mark Harrison, MDOT
Bruce Kadzban, MDOT
Chris Youngs, MDOT
Metropolitan Planning Organizations
Rural Task Force
American Council of Engineering Companies of Michigan
MDOT LAP Listserv Subscribers

General Requirements for Final Project Submission

The Final Project Package must include the following:

- Plans that are 100% complete and consecutively numbered must be submitted.
- The local agency must have all internal reviews of the project completed before submitting final plans to MDOT's Local Agency Programs Unit.
- The plans and specifications must address the comments from the Grade Inspection meeting.
- Engineer's Estimate on MERL, both hard copy and electronic. The electronic copy can be either on a disk or attached to an email to the MDOT staff engineer. Projects submitted without an electronic estimate are not considered to be complete.
- Clean, one sided copies of all Special Provisions and all other proposal items, including permits, and clearance from the State Historic Preservation Office, if applicable. Fax copies of documents typically will not be allowed. Final packages received without required proposal items constitute an incomplete submittal.
- The Pay Items listed in the Special Provisions must match the exact spelling from the estimate, and the Pay Unit listed must match the pay unit spelling per the 2003 Standard Specifications for Construction. IE, "Foot" instead of "Ft" or "foot" , or Cubic Yard instead of "Cyd" or "cubic yard".
- 8.5x11 Title Sheet if a plan log or Special Details are included in the proposal. (Signed & Sealed by Engineer and Local Agency.)
- Per the Project Planning Guide, the Right of Way (ROW) certification (Attachment B) should be submitted with the final plans and specifications. Final packages submitted without the ROW certification will not be considered a final package submittal, and may move the project to the next available letting.
- The final project package must be submitted on or before the date specified in the Project Planning Guide. Please note that the Project Planning Guide dates are based on a 5 week advertising period. The dates may be moved back one week if a project will be in a 4 week advertisement.

**Local Agency Programs (LAP)
FY 2007 Project Planning Guide**

| TS&L Or <u>Pre G.I.</u> | PROGRAM MATERIAL | SUBMIT G.I. PACKAGE | APPROX G.I. DATE | ROW, Att. B, FINAL PLANS, PROP & EST | MYLARS TO LAP | ADVERTISE DATE 5 WEEK | LETTING DATE | COMMISSION MEETING (TENTATIVE) THURSDAY | AD BOARD MEETING (1ST & 3RD TUESDAY) |
|-------------------------------|---------------------|---------------------------|------------------------|---|------------------|-----------------------------|-----------------|--|---|
| 04/14/06 F | 05/12/06 F | 05/26/06 F | 06/23/06 F | 07/28/06 F | 08/18/06 F | 08/25/06 F | 10/06/06 F | 10/26/06 | 11/07/06 |
| 05/12/06 F | 06/09/06 F | 06/23/06 F | 07/21/06 F | 08/25/06 F | 09/15/06 F | 09/22/06 F | 11/03/06 F | 11/16/06 | 12/05/06 |
| 06/09/06 F | 07/07/06 F | 07/21/06 F | 08/18/06 F | 09/22/06 F | 10/13/06 F | 10/20/06 F | 12/01/06 F | 01/25/07 | 01/02/07 |
| 7/07/06 F | 08/04/06 F | 08/18/06 F | 09/15/06 F | 10/20/06 F | *11/15/06 W | *11/22/06 W | 01/12/07 F | 01/25/07 | 02/06/07 |
| 08/04/06 F | 09/01/06 F | 09/15/06 F | 10/13/06 F | *11/20/06 M | 12/15/06 F | 12/22/06 F | 02/02/07 F | 02/22/07 | 03/06/07 |
| 09/01/06 F | 09/29/06 F | 10/13/06 F | 11/15/06 W | *12/20/06 W | 01/12/07 F | 01/19/07 F | 03/02/07 F | 03/22/07 | 04/03/07 |
| 10/07/06 F | 11/03/06 F | 11/17/06 F | 12/15/06 F | 01/26/07 F | 02/16/07 F | 02/23/07 F | 04/06/07 F | 04/26/07 | 05/01/07 |
| 11/03/06 F | 12/01/06 F | 12/15/06 F | 01/12/07 F | !02/21/07 W | 03/16/07 F | 03/23/07 F | 05/04/07 F | 05/24/07 | 06/05/07 |
| 12/02/06 F | 12/29/06 F | 01/12/07 F | 02/09/07 F | !03/21/07 W | 04/13/07 F | 04/20/07 F | 06/01/07 F | 06/21/07 | 07/03/07 |
| 01/05/07 F | 02/02/07 F | 02/16/07 F | 03/16/07 F | !04/25/07 W | 05/18/07 F | 05/25/07 F | 07/06/07 F | 07/26/07 | 08/07/07 |
| 02/09/07 F | 03/09/07 F | 03/23/07 F | 04/20/07 F | 05/25/07 F | 06/15/07 F | 06/22/07 F | 08/03/07 F | 08/23/07 | 09/04/07 |
| 03/16/07 F | 04/13/07 F | 04/27/07 F | 05/25/07 F | 06/29/07 F | 07/20/07 F | 07/27/07 F | 09/07/07 F | 09/27/07 | 10/02/07 |
| **04/06/07 F | **05/04/07 F | **05/18/07 F | **06/22/07 F | **07/20/07 F | **08/10/07 F | **08/17/07 F | **09/28/07 F | **10/25/07 | **11/06/07 |
| 04/13/07 F | 05/11/07 F | 05/25/07 F | 06/22/07 F | 07/27/07 F | 08/17/07 F | 08/24/07 F | 10/05/07 F | 10/25/07 | 11/06/07 |
| 05/11/07 F | 06/08/07 F | 06/22/07 F | 07/20/07 F | 08/24/07 F | 09/14/07 F | 09/21/07 F | 11/02/07 F | 11/29/07 | 12/04/07 |
| 06/15/07 F | 07/13/07 F | 07/27/07 F | 08/24/07 F | 9/28/07 F | 10/19/07 F | 10/26/07 F | 12/07/07 F | ^01/24/08 | 01/15/08 |

- 1) All bridge projects (bridge replacement and major rehabilitation regardless of funding) require a Type, Size and Location (TS&L) submittal.
- 2) Projects that may require an Environmental Assessment, Program Material must be submitted at least six months prior to advertisement date.
- 3) Discuss with appropriate staff engineer of Local Agency Programs.
- 4) Reconstruction (4R) projects on the National Highway System (NHS) and over \$5,000,000 in total cost - Plans, Proposal and Estimate must be received two weeks prior to these dates.
- 5) Mylars are to be sent after Final Plans so that any modifications identified during Final Plan Review can be incorporated. Mylars are due one week before project Advertisement Date.
- 6) *: Date adjusted due to holiday. !: Earlier turn in date due to busiest lettings. **: Local Jobs Today only. ^: Tentative Date